

Retention and Classification Report

Agency: Junction (Utah) (555)

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Records Officer Teresa Pearson

23960 Annual audits
23963 Council minutes

AGENCY: Junction (Utah)

SERIES: 23960

3

TITLE: Annual audits

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 10/17/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Junction (Utah)

SERIES: 23960

TITLE: Annual audits

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Junction (Utah)

SERIES: 23963

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TITLE: Council minutes

DATES: 1903-

ARRANGEMENT: Chronological by date.

**ANNUAL ACCUMULATION:
DESCRIPTION:**

The Junction town council is responsible for all aspects of town government including maintaining public services and utilities, appointing town officials and setting their salaries, establishing a budget, and regulating activity within the community. Municipal councils are required by law to keep council minutes which summarize all matters proposed, discussed or decided at monthly and special council meetings (Utah Code Unannotated, 1992, 52-4-7). Each set of Junction council minutes includes the date and time of the meeting and names those present. Minutes summarize the council's discussion and indicate the outcome of votes on council decisions. Junction council minutes reveal that municipal government's primary function has been maintaining the town water works.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 10/18/2001

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

AGENCY: Junction (Utah)

SERIES: 23963

TITLE: Council minutes

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

By summarizing the discussion at town council meetings, the council minutes provide a valuable historical sketch of Junction municipal government.

PRIMARY CLASSIFICATION:

Public